



**TEXAS**  
Health and Human  
Services

**Texas Department of State  
Health Services**

# Local Registrar TxEVER Admin Capabilities

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&

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# Agenda

Account Management  
Birth/Death Module Reports  
TxEVER Printer Setup

Security Paper Inventory  
Document Control Numbers  
Green Burials



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# Local Registrar Admin Duties

Account Management



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# Abilities

- Criminal background check process for new employees
- Ability to enroll new users
- Resetting user password
- De- & Re- activating a user
- Unlocking an account
- AOP User Management

# Criminal Background Check

## Criminal Background Check Process for New Employees

- New employees need to get their background check **before an account can be created in TxEVER.**
  - Schedule an appointment with Identogo:
    - <https://www.identogo.com>
- Enrollment Services → Digital fingerprinting
- DSHS Service Code 11H6J9 or DSHS ORI – TX92318Z
  - Confirm the cost when you make the appointment
  - On the day of the appointment, keep the receipt



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# Criminal Background Check

## Criminal Background Check Process for New Employees

- Email your Field Services Representative
- Attach the receipt
- Include the following information:
  - Full Legal Name
  - Date of Birth
  - Date of the appointment
- Once the VSS CBC Team gives approval for the new employee to the field rep., we will contact you and then you can proceed with account creation.



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# Ability to Enroll New User

For new TxEVER users at your office, please have them fill out the enrollment form found on the TxEVER site. The enrollment form allows the new user to sign the user agreement form, at the same time. Once complete, you may proceed with enrolling the user via USER MAINTENANCE.

[Log on to Texas Department of State Health Services](#)

[User Enrollment  
Report TxEVER Issue\(s\)](#)

[Apple Download](#)

[Windows Update](#)


**TxEVER USER ENROLLMENT FORM**  
\* Indicates a mandatory field

\* Type of User  
LOCAL REGISTRAR

**LOCAL REGISTRAR INFORMATION**

\* Local Registrar First Name:

\* Local Registrar Last Name:

\* Local Registrar Office Name: (Example: Dallas County Clerk, Waco-McLennan County Public Health District, McLennan County JP 4)  
--Select a value-- 

\* Registration District: (Example: City of Dallas, All of Dawson County, Precinct 4 & 5)

**TELEPHONE NUMBER AND EMAIL ADDRESS**

\* Telephone Number:

\* Email Address:

\* By typing your name in the following field you are acknowledging that you/your facility will adhere to the procedures stated in the [User Agreement](#). Furthermore, it is a felony to falsify information on this document. The penalty for knowingly making a false statement on this form or for acknowledging a form which contains a false statement is 2 to 10 years imprisonment and a fine of up to \$10,000. (Health and Safety code, chapter 195, sec. 195.003)

\* Your First Name:

\* Your Last Name:

☐ Please expedite this enrollment.

Clear

Submit

Once done with form, at the bottom the new user will be asked to agree and sign.



# Ability to Enroll New User

## How to locate User Enrollment Forms:

to locate User Enrollment Forms:

The screenshot shows the TDSHS website interface. At the top, there are navigation tabs: GLOBAL, BIRTH, DEATH, FETAL DEATH, and FEE. Below these, the Texas Department of State Health Services logo is visible. A blue banner reads 'OS, welcome to the Texas Department of State Health Services'. On the right, there are two dropdown menus: 'FUNCTION' and 'TOOLS'. The 'FUNCTION' dropdown is open, showing a list of options: 'Change Password', 'Printer Setup', 'Download Blank Enrollment Forms', 'Review Enrollments', and 'Generic Forms'. The 'Download Blank Enrollment Forms' option is circled in red. A red arrow points from this option to the 'REVIEW ENROLLMENTS' section of the page. Below the banner, the 'REVIEW ENROLLMENTS' section contains a form with fields for 'Enrollment Date and Type' (From Date, To Date, Type), 'User Details' (Location/Facility/Office Name, First Name, Last Name, Email, Type of User), and a 'Search' button. At the bottom, there is a table with columns: Create New User, Enrollment Form, Delete Enrollment, Require More Info, Expedited, Is Duplicate, Location Name, First Name, and Last Name.

# Ability to Enroll New User

1. Global tab
2. Tools> Security> User Maintenance
3. Enter NEW USER info
4. Select USER TYPE
5. Hit SAVE button
6. Hit OK to proceed

GLOBAL BIRTH

Human Texas Department of State Health Services

FUNCTION RECORD TOOLS HELP

Security User Maintenance Utilities

### USER MAINTENANCE

User ID: \* FAKEUSER 3

First Name: \* FAKE

Middle Name:

Last Name: \* USER

Suffix:

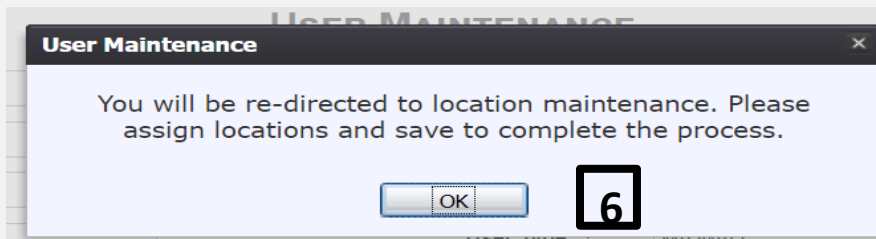
Email: \* new.user@co.limestone.tx.us

Show password rules

Password: \*

User Type: \* LOCAL REGISTRAR 4

5 Save Update Search Adv



# Ability to Enroll New User

1. Select LOCATION TYPE in drop down menu
2. Click LOCATION(name of your facility)
3. Click on GREEN arrow to assign location
4. Click SAVE at the bottom

After saving, you will be re-directed to the PROCESSES assignment page.

The screenshot displays a web interface for assigning locations to a user. At the top, a light blue header bar contains a search icon on the right. Below the header, the 'Location Type:' dropdown menu is set to 'Local Registrar Office' and is circled in red. The main area is divided into two columns: 'Available Locations:' on the left and 'Assigned Locations:' on the right. The 'Available Locations:' list includes various local offices, with 'REGISTRAR - ARCHER COUNTY - PREC 1-4 - (Local Office)' highlighted in orange. The 'Assigned Locations:' list shows 'REGISTRAR - CASS COUNTY CLERK - (Local Office)' and 'TEXAS DEPT OF STATE HEALTH SERVICES'. A green arrow points from the highlighted location in the 'Available' list to the 'Assigned' list, and this arrow is circled in red. At the bottom right, a 'Save' button is circled in red.

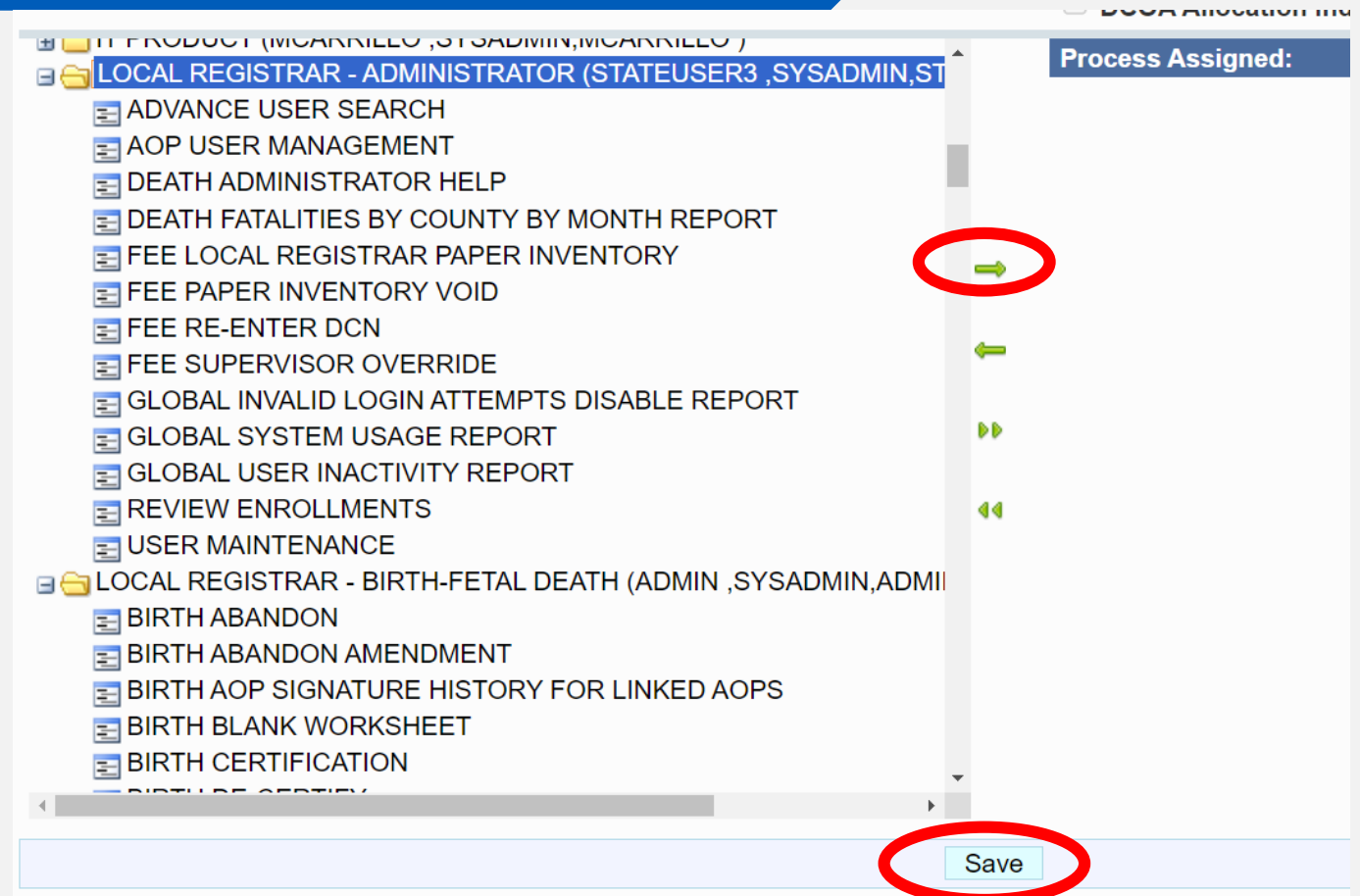
Available Locations:	Assigned Locations:
CH09 - HUMBLE - (Local Office)	REGISTRAR - CASS COUNTY CLERK - (Local Office)
CH10 - PASADENA - (Local Office)	TEXAS DEPT OF STATE HEALTH SERVICES
REGISTRAR - ABILENE-TAYLOR COUNTY PHD - (Local Office)	
REGISTRAR - ANDERSON COUNTY CLERK - (Local Office)	
REGISTRAR - ANDREWS COUNTY CLERK - (Local Office)	
REGISTRAR - ANGELINA COUNTY CLERK - (Local Office)	
REGISTRAR - ARANSAS COUNTY CLERK - (Local Office)	
REGISTRAR - ARCHER COUNTY - PREC 1-4 - (Local Office)	
REGISTRAR - ARMSTRONG COUNTY CLERK - (Local Office)	
REGISTRAR - ATASCOSA COUNTY CLERK - (Local Office)	
REGISTRAR - AUSTIN COUNTY CLERK - (Local Office)	
REGISTRAR - BAILEY COUNTY CLERK - (Local Office)	

Save

# Ability to Enroll New User

1. Select the processes you want to add
2. Click on the green arrow to move them to the right
3. Click SAVE at the bottom

Go back to GLOBAL, USER MAINTENANCE to see new user in list.



# Ability to Enroll New User

## PIN

- Can be found in GLOBAL> TOOLS> User Maintenance
- Select User
- Scroll all the way to the right

User Email	User Location Email	Fax	Location	Pin	User Types
				COUN 38	LOCAL REGISTR

# Resetting User Password

**USER MAINTENANCE**

User ID: \* FAKEUSER  
First Name: \* NEW  
Middle Name:  
Last Name: \* USER  
Suffix:

Email: \* newuser@mail.com  
[Show password rules](#)  
Password: \* .....  
User Type: \* MIDWIFE

1

Save Update Se

Clear Fields Deactivate User Add/Edit Locations Add/Edit Processes Unlock User

Select User Status: --Select a value-- Select Location: --Select a value--

User ID	First	Middle	Last	Suffix	Permissions	Status	Age
FAKEUSER	NEW		USER		U	Active	

**USER MAINTENANCE**

Email: \* newuser@mail.com  
[Show password rules](#)  
Password: \*  
User Type: \*

**Double Data Entry**

This field is required double data entry. Please re-enter the value.

Re-enter Value: .....

2

OK

1. Select user from table
2. Change PASSWORD and verify password
3. Click UPDATE

\*  
.....

\*  
LOCAL REGISTRAR

3

Save Update Search

Add/Edit Unlock User

# Reactivating/Unlocking a User

**USER MAINTENANCE**

**User ID: \***  **Email: \***

**First Name: \***  [Show password rules](#)

**Middle Name:**

**Last Name: \***  **Password: \***

**Suffix:**  **User Type: \***

**Select User Status:**  **Select Location:**

User ID	First	Middle	Last	Suffix	Permissions	Status	Age
ANFRIESEN	ANGELA		FRIESEN		L	Inactive	
FAKEUSER	NEW		USER		U	Active	

Reason why a user may be deactivated: Due to 90 day inactivity

Select user in TABLE first and then click on either Deactivate/Reactivate/Unlock User. If a user is NOT LOCKED out of their account, the UNLOCK USER button will be GREYED out.

# Deactivating a User

User ID: \*  Email: \*

First Name: \*  [Show](#)

Middle Name:

Last Name: \*  Password: \*

Suffix:  User Type: \*

Select User Status:  Select Location:

User ID	First	Middle	Last	Suffix	Permissions
FAKEUSER	FAKE		USER		U

Click on Deactivate User  
Confirm that you want to deactivate.  
After the last name, enter 'Do not reactivate'.  
Press the Update button.

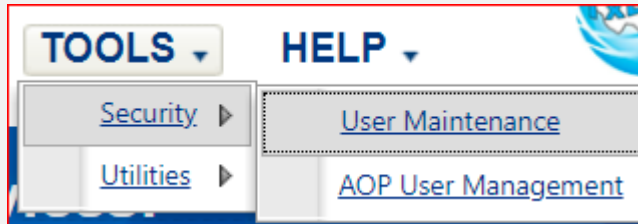
Select user first and then click on DEACTIVATE. If a user's account is already deactivated, the DEACTIVATE USER button will say REACTIVATE USER.



# AOP User Management

Add a Person who is AOP-Certified.

Go to Global → Tools → AOP User Management



# AOP User Management

1. Select a userID
2. Input training date and certification date
3. Press Save Button

Location Type: \*

Local Registrar Office

Location Name: \*

REGISTRAR - LIMESTONE COUNTY CLERK

User ID: \*

FAKEUSER

USER INFORMATION

First Name:

FAKE

Middle Name:

Last Name:

USER

AOP INFORMATION

Trainer First Name:

Trainer Last Name:

Date Of Training: \*

05/02/2021

Date of Certification: \*

05/02/2021

Date Of Previous Certification:

\_\_/\_\_/\_\_

Supervisor First Name:

Supervisor Title:

Supervisor Email:

New

Edit

Save

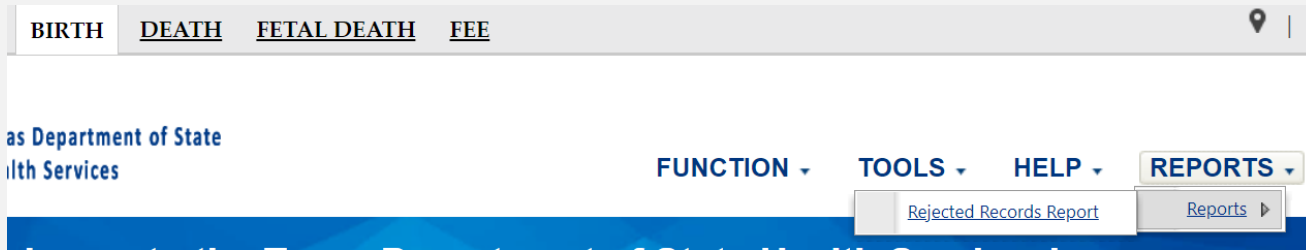
Clear

# Local Administrators

- There should be 1 local administrator for every 5 users.
- At least 2 local administrators
- To add a local administrator, email [help-txever@dshs.Texas.gov](mailto:help-txever@dshs.Texas.gov)
- Specify the name/userID of the person to be promoted to local administrator.

# Reports

# Reports – Birth: Rejected Records Report



The 'Rejected Records' dialog box is shown. It contains the following fields and options:

- Date Of Birth (From): \* 01/01/2021
- Date Of Birth (To): \* 02/01/2021
- Select Registration District: REGISTRAR - HARRIS COUNTY CLERK
- Select Facility: --Select a value--
- Report Format: ☐ EXCEL ☒ PDF
- Buttons: Generate, Close

The 'Rejected Records Report' table is displayed. The report criteria are: Date of birth range: 01/01/2020-05/01/2021, Facility: LEOLMOS. The table contains the following data:

EBR # / Child's Name	Record Type	Rejection Date	Submitting Facility Name	Registration District	Rejection User ID	Reason for Rejection
0999999 [REDACTED]	BORN AT THIS FACILITY	04/16/2020	THE HOUSTON BIRTH HOUSE	REGISTRAR - HARRIS COUNTY CLERK	[REDACTED]	REJECT THE RECORD FROM STATE AOP REVIEW : WRITE ENTITY CODE ON ALL AOP PAGES, RE-UPLOAD AOP, AND RE-RELEASE BIRTH.
0999999 [REDACTED]	BORN AT THIS FACILITY	04/17/2020	THE HOUSTON BIRTH HOUSE	REGISTRAR - HARRIS COUNTY CLERK	[REDACTED]	REJECT THE RECORD FROM STATE AOP REVIEW : AOP INFO MUST MATCH BIRTH. CORRECT ENTITY CODE, RE-UPLOAD AOP, AND RE-RELEASE BIRTH.

# Reports – Death Reports



# Reports – Death: Birth Death Matching

**Birth Death Matching-Matched Records**

Date Of Death (From): \*  
01/02/2020

Date Of Death (To): \*  
01/01/2021

SFN (From):

SFN (To):

Report Format  
☐ EXCEL

☒ PDF

Generate

Close

The Birth-Death Matching Report is working as intended. Report will generate data if data collected for records is complete. Older records may not be matched due to missing data. Old records do not have all fields filled in, i.e. Local Registrar.

Birth Death Matching-Matched Records						
Report Generated At: 05/28/2021 01:03 PM Report Generated By: LEOLMOS						
Report Criteria: Date of Death Range: 01/02/2020 - 01/01/2021, County Name: HARRIS, Local Name: REGISTRAR - HARRIS COUNTY CLERK						
Numer of records matched: 1, Percentage of record matched: 100%						
State File Number	Date of Birth	Date of Death	Child Name	Mother DOB	Mother Maiden Name	Method Of Matching
[REDACTED]	[REDACTED]	02/17/2020	BL [REDACTED]	[REDACTED]	[REDACTED]	AUTOMATIC
[REDACTED]	11/29/1998	[REDACTED]	JONATHAN [REDACTED]	[REDACTED]	ROSA [REDACTED]	AUTOMATIC

# Reports – Death: Records Filed by LR

## Records Filed By Local Registrar Report

Date Of Death (From): \*

01/01/2020

Date Of Death (To): \*

02/01/2021

☐ Funeral Homes

☐ Physician Offices

☒ JP/ME Offices

Location Name:

Select Facility Name:

--Select a value--

Select User:

--Select a value--

Report Format

☐ EXCEL

☒ PDF

Generate

Close

## Death Records Filed By Local Registrar

Report Generated At: 05/28/2021 01:06 PM Report Generated By: LEOLMOS

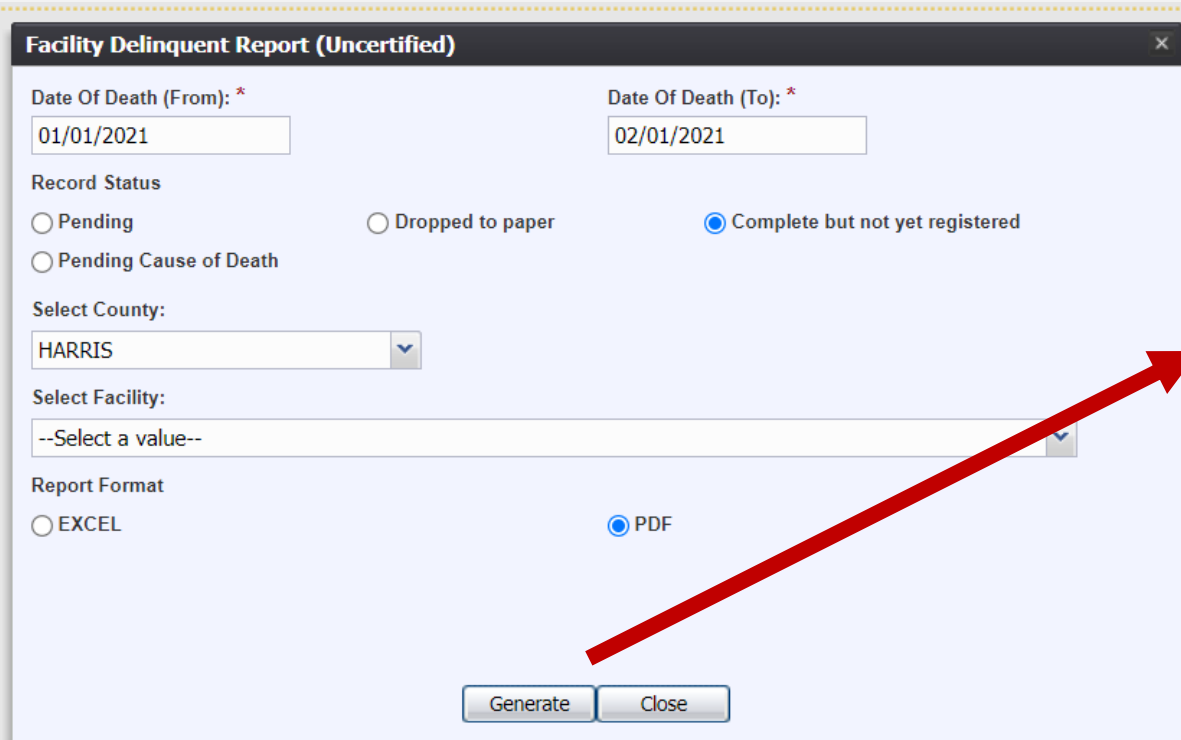
Report Criteria: Date of Death Range: 01/02/2020 - 01/01/2021, User: All, Facility Home: All

Decedent Name	Date of Death	Date of Birth	Address	File Date	SFN
ANNA ANN DOWLING	01/02/2020	01/02/1920	14210 WHISPERING LAKE CT CYPRESS HARRIS TEXAS 77429-	01/02/2020	000123456
EDWARD J. DOWLING	01/02/2020	07/18/1944	749 AMHURST LN DEER PARK HARRIS TEXAS 77536-	01/02/2020	000123456
WILLIAM EDWARD BIELEND	01/02/2020	06/22/1930	5236 COUNCIL GROVE LN HOUSTON	01/02/2020	000123456

Note: Records that were registered using TxEVER (starting on 1/1/2019)



# Reports – Death: Facility Delinquent Report(Uncertified)



**Facility Delinquent Report (Uncertified)**

Date Of Death (From): \* 01/01/2021 Date Of Death (To): \* 02/01/2021

Record Status

☐ Pending ☐ Dropped to paper ☒ Complete but not yet registered

☐ Pending Cause of Death

Select County:

HARRIS

Select Facility:

--Select a value--

Report Format

☐ EXCEL ☒ PDF

**Facility Delinquent Report (Uncertified)**

Report Generated At: 05/28/2021 01:09 PM Report Generated By: LEOLMOS

Report Criteria: Date of Death Range: 01/01/2021 - 02/01/2021, County Name: HARRIS

Facility Name: All, Record Status: COMPLETE BUT NOT REGISTERED

County Name	Facility Name	EDR Number	Decedent Name	Date of Death	Date of Record's Last Update	Record Status	Record Creator User ID
HARRIS	ACREATION	[REDACTED]	LA [REDACTED]	[REDACTED]	05/04/2021	COMPLETE BUT NOT REGISTERED	[REDACTED]
	BROOKSIDE FUNERAL HOME						

This report is one way to identify if the record was assigned to the correct LR. Displays death records that have not been released to the state and local registrar.

To check the place of death to ensure it is in your registration district: Use EDR in the IN-PROGRESS sub-module under the Death Tab.

# Reports – Death: Pending Cause of Death

## Pending Cause of Death Listing Report

Date Of Death (From): \*

01/01/2021

Date Of Death (To): \*

05/01/2021

Select Local:

REGISTRAR - HARRIS COUNTY CLERK

Select Facility:

--Select a value--

Report Format

☐ EXCEL

☒ PDF

Generate

Close

## PENDING CAUSE OF DEATH LISTING REPORT

Report Generated At: 05/28/2021 01:12 PM, Report Generated By: LEOLMOS

Report Criteria: Date of Death Range: 01/01/2021 - 05/01/2021, County Name: All, Local Name: REGISTRAR - HARRIS COUNTY CLERK

Facility Name: All

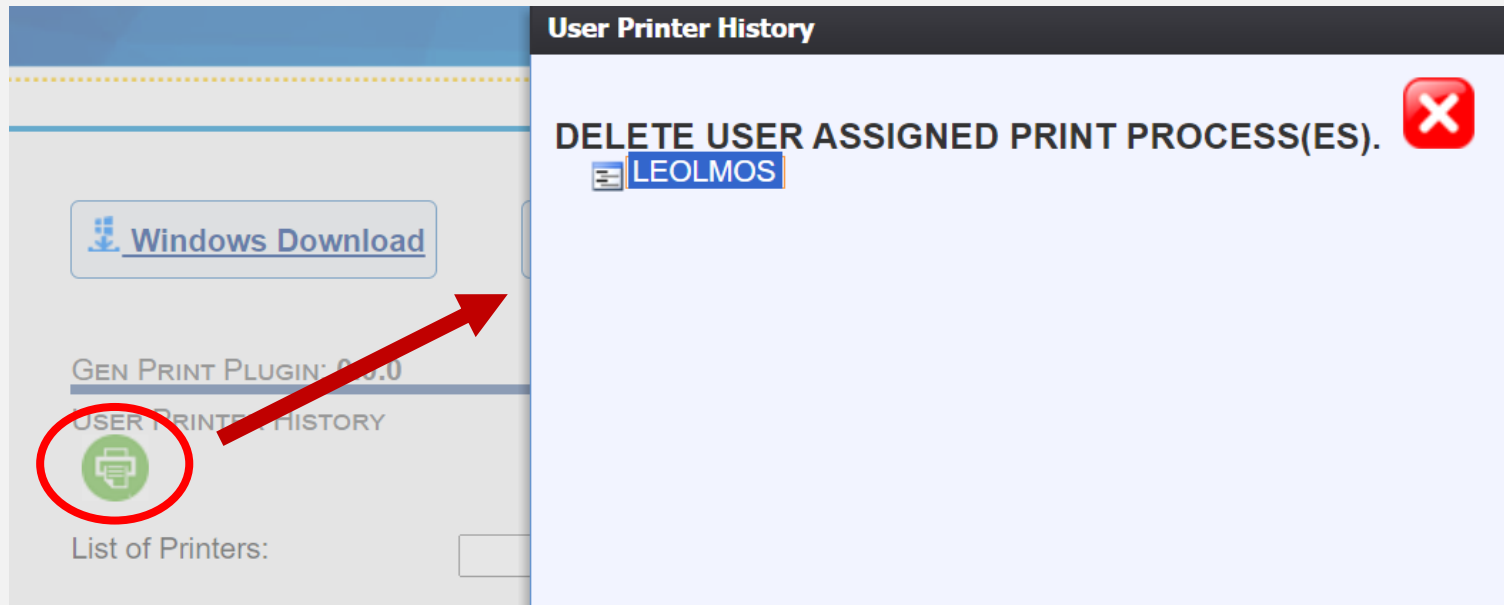
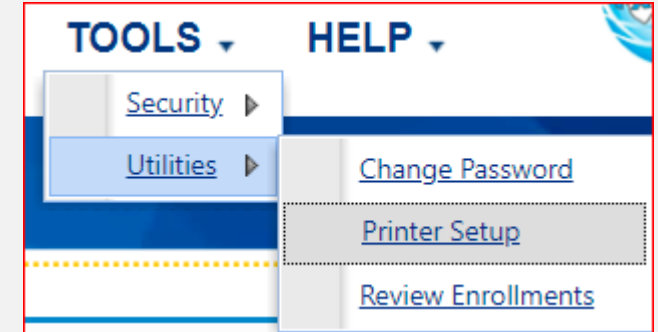
County Name	Medical Facility Name	State File/ EDR Number	Decedent Name	Date of Death	Date of Record's Last Update	Record Status	User ID
HARRIS	HARRIS COUNTY ME	██████████	██████████	██████████	05/04/2021	Pending	██████████
		██████████	██████████ CARROLL	01/23/2021	05/04/2021	Pending	SGARISAPATI

A handy report for instances where a family may ask why they can't do an amendment on a record or is waiting for a medical amendment. Also, if they are unsure if the COD has been determined. Report consists of records already registered and have SFN/LFNs.

# **TxEVER Printer Setup**

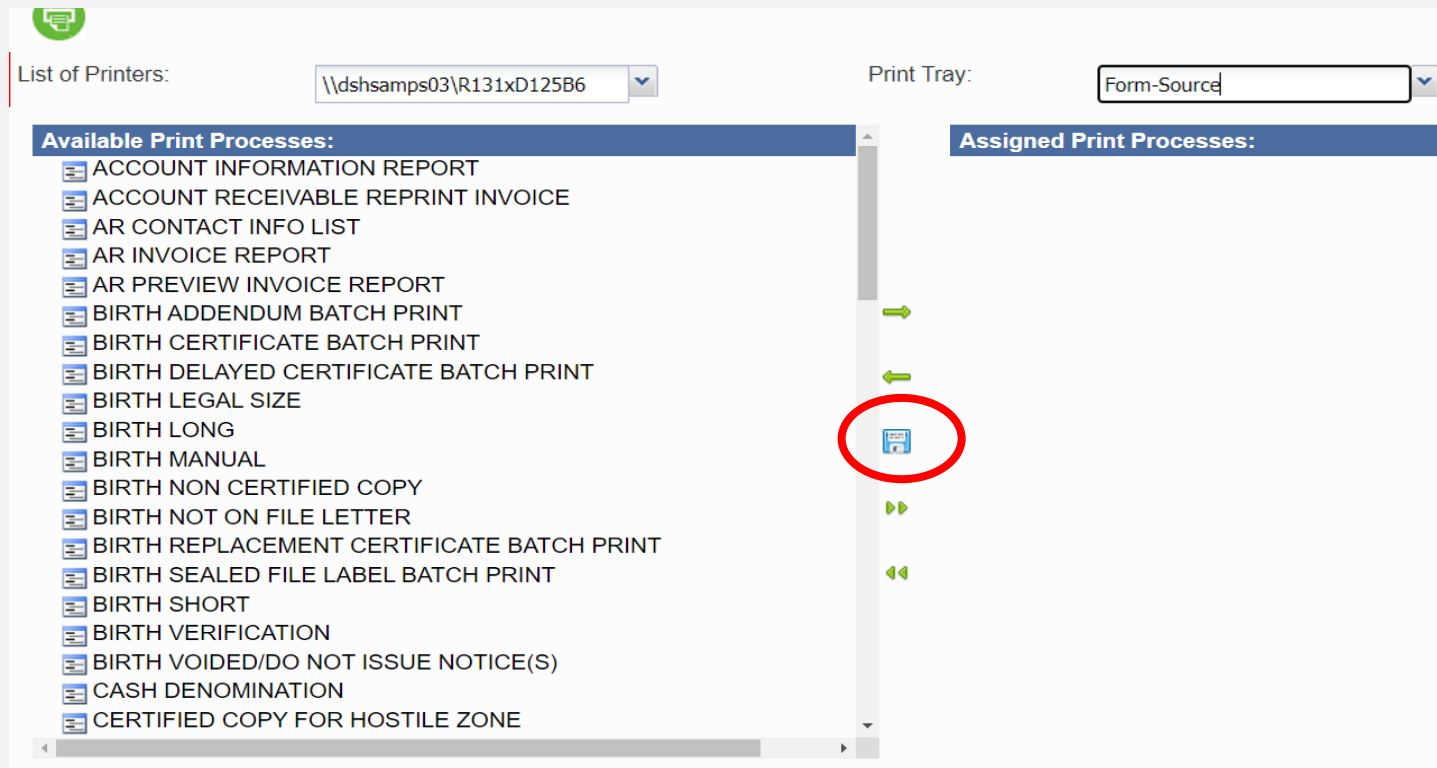
# Assigning a Printer

- TxEVER -> Global -> Tools -> utilities -> printer set-up
- Click on the green circular printer button to view current printers assigned. With new users, there are none, but double check.



# Assigning a Printer

- Select new printer from drop-down on left-hand side titled LIST OF PRINTERS
- Recommended to select “Form Source” form menu titled PRINTER TRAY-> Assign processes (list on next slide) by selecting process and clicking green right arrow button-> Click save (blue and white square icon)



The screenshot displays a software interface for assigning a printer. At the top left, there is a green printer icon and a label "List of Printers:" followed by a dropdown menu showing the path "\\dshsamps03\R131xD125B6". To the right, there is a label "Print Tray:" followed by a dropdown menu showing "Form-Source". Below these, the interface is split into two main sections: "Available Print Processes:" on the left and "Assigned Print Processes:" on the right. The "Available Print Processes:" section contains a long list of processes, including "ACCOUNT INFORMATION REPORT", "ACCOUNT RECEIVABLE REPRINT INVOICE", "AR CONTACT INFO LIST", "AR INVOICE REPORT", "AR PREVIEW INVOICE REPORT", "BIRTH ADDENDUM BATCH PRINT", "BIRTH CERTIFICATE BATCH PRINT", "BIRTH DELAYED CERTIFICATE BATCH PRINT", "BIRTH LEGAL SIZE", "BIRTH LONG", "BIRTH MANUAL", "BIRTH NON CERTIFIED COPY", "BIRTH NOT ON FILE LETTER", "BIRTH REPLACEMENT CERTIFICATE BATCH PRINT", "BIRTH SEALED FILE LABEL BATCH PRINT", "BIRTH SHORT", "BIRTH VERIFICATION", "BIRTH VOIDED/DO NOT ISSUE NOTICE(S)", "CASH DENOMINATION", and "CERTIFIED COPY FOR HOSTILE ZONE". To the right of this list is a vertical column of green arrows pointing right, with a blue and white square icon (the save button) circled in red. The "Assigned Print Processes:" section is currently empty.

# Print Processes

You will need to make sure you have the following printing processes assigned to a printer:

For Birth Registration:

- Birth Addendum Batch Print
- Birth Certificate Batch Print
- Birth Delayed Certificate Batch Print
- Birth Replacement Certificate Batch Print
- Birth Voided/Do Not Issue Notice(s)

For Death Registration:

- Death Addendum Batch Print
- Death Certificate Batch Print
- Death Disinterment Permit Batch Print
- Death Medical Amendment Batch Print
- Death Voided/Do Not Issue Notice(s)

For Fee (Remote Issuances):

- Birth Short
- Not Found Letter

# GenPrint Plug-In

- Before trying to print, please make sure GenPrint Plug-In 2.0.9 is installed.
- Check out the installation instructions on our website:  
<https://www.dshs.state.tx.us/txevery/>
- If you have difficulties, please contact your field representative.

# Security Paper Inventory

Fee Module



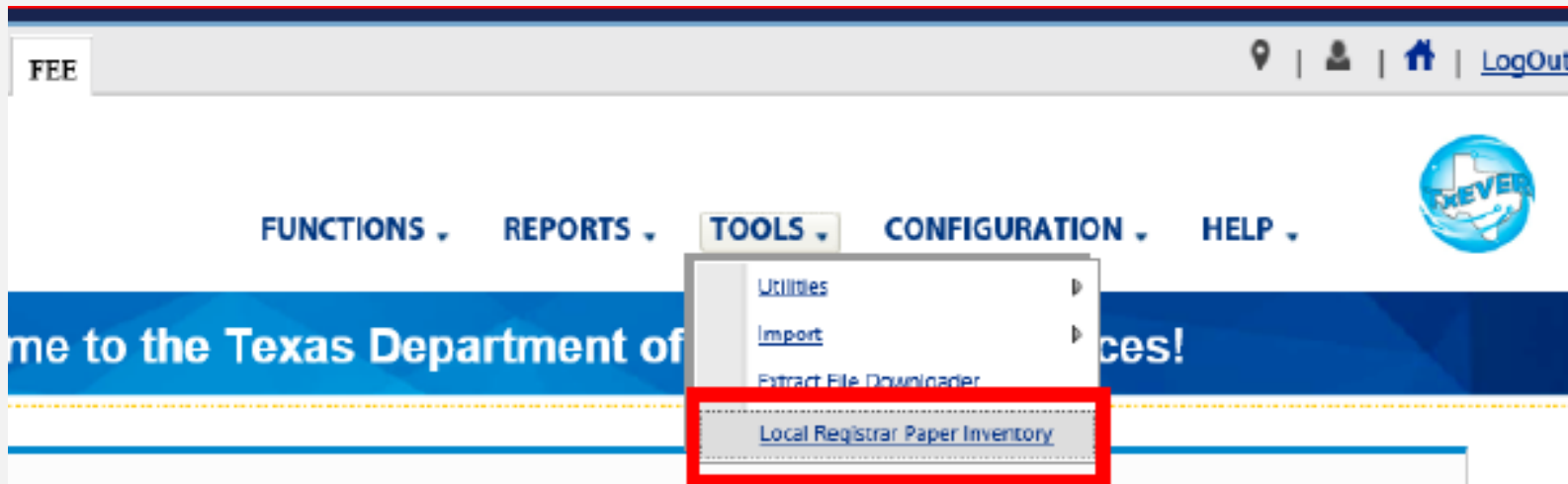
**TEXAS**  
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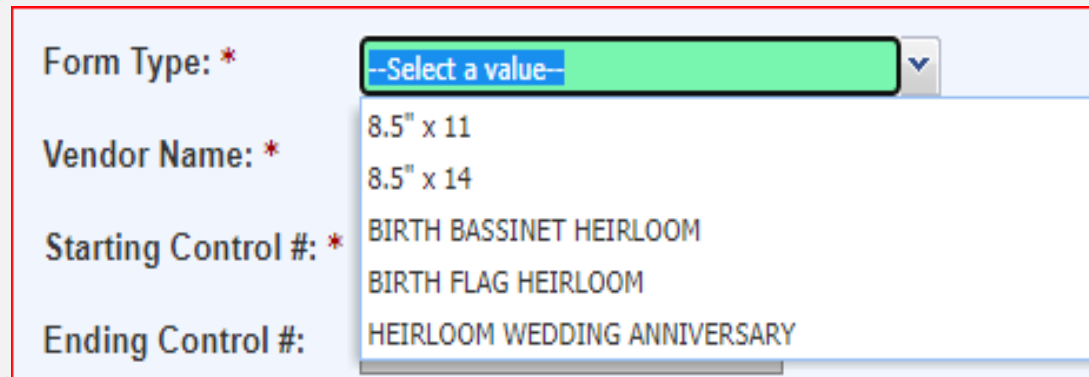
# Security Paper Inventory

- Supervisor function
- To track security paper, the first step is to add it to your paper inventory in TxEVER.
- Select Fee → Tools → Local Registrar Inventory



# Security Paper Inventory - Add

- For the Form Type, the only choice that is available to local registrars is 8 ½ by 11
- The remaining choices are not available to local registrars. The remaining paper types are available only to the state.



Form Type: \*

Vendor Name: \*

Starting Control #: \*

Ending Control #:

--Select a value--

8.5" x 11

8.5" x 14

BIRTH BASSINET HEIRLOOM

BIRTH FLAG HEIRLOOM

HEIRLOOM WEDDING ANNIVERSARY

# Security Paper Inventory - Add

- When you receive new paper, the vendor name will be the current vendor.
- To select the Local Registrar, click the dropdown menu.
- Enter a shipping date> Complete the inventory information> Click the Save button.

LOCAL REGISTRAR PAPER INVENTORY

Form Type: \*

8.5" x 11

Vendor Name: \*

VENDOR NAME

Starting Control #: \*

4500

Ending Control #:

4999

On Hand:

4238

Local Registrar: \*

REGISTRAR - LIMESTONE COUNTY CLERK

Ship Date: \*

06/01/2021

Box #: \*

1

Quantity: \*

500

Save

Clear

Form Type:

--Select a value--

Local Registrar:

--Select a value--

Type	Form Name	Ship Date	Quantity	Start Control #	End Control #	Vendor Name	Box #	Logged In Location
------	-----------	-----------	----------	-----------------	---------------	-------------	-------	--------------------

# Security Paper Inventory - Add

- Example of paper inventory after entering and saving new shipment of paper.

Form Type: \*

--Select a value--

Vendor Name: \*

AMERICAN BANKNOTE CORP

Starting Control #: \*

Ending Control #:

On Hand:

Local Registrar: \*

--Select a value--

Ship Date: \*

\_\_/\_\_/\_\_

Box #: \*

Quantity: \*

Save

Clear

Form Type:

8.5" x 11

Local Registrar:

--Select a value--

Type	Form Name	Ship Date	Quantity	Start Control #	End Control #	Vendor Name	Box #	Logged In Location
DEPOSIT	8.5" x 11	06/01/2021	500	QA4500	QA4999	VENDOR NAME	1	REGISTRAR - LIME:

# Security Paper Inventory – Look Up

- To search: Fee → Tools → Paper Inventory

LOCAL REGISTRAR PAPER INVENTORY

Form Type: \*

--Select a value--

Local Registrar: \*

--Select a value--

Vendor Name: \*

VENDOR NAME

Ship Date: \*

\_\_/\_\_/\_\_

Starting Control #: \*

Box #: \*

Ending Control #:

Quantity: \*

On Hand:

Save

Clear

Form Type:

--Select a value--

Local Registrar:

--Select a value--

type	Form Name	Ship Date	Quantity	Start Control #	End Control #	Vendor Name	Box #	Logged In Location
------	-----------	-----------	----------	-----------------	---------------	-------------	-------	--------------------

# Security Paper Inventory – Look Up

- Form type – 8 ½ by 11

**Form Type: \***

--Select a value--

**Local Registrar: \***

--Select a value--

**Vendor Name: \***

VENDOR NAME

**Ship Date: \***

\_\_/\_\_/\_\_

**Starting Control #: \***

**Box #: \***

**Ending Control #:**

**Quantity: \***

**On Hand:**

Save

Clear

**Form Type:**

8.5" x 11

**Local Registrar:**

REGISTRAR - LIMESTONE COUNTY CLI

# Document Control Numbers (DCNs)



# Document Control Numbers

Barcode number pre-printed on security paper from the current vendor.

Serves to help prevent fraud and track when and where a record is issued and to whom.

Local Registrar's should keep a paper log outside of TxEVER of DCN's used or voided.

**What to Log:** date DCN was used or voided, name of registrant, name of requester, and DCN number.



# Registering Green Burials with no Funeral Director



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# Topics

- Definition
- Relevant Statutes
- Challenges to Registering Death
- How to Register in TxEVER

# Green Burial Definition

- Internment into the ground in a manner that does not inhibit decomposition.
- Buried in either a simple shroud or a biodegradable casket.
- Burial can be at a cemetery that specializes in this type of burial.

Source: <https://www.greenburialcouncil.org/>

# Green Burial Definition

- Reduces impact on earth
  - Biodegradable burial container
  - No cement grave-liner
- Lower Cost because
  - No embalming
  - Family can choose to hold viewing at home
- Can be more meaningful to family because can personalize the service.

# Relevant Statutes

“The person completing the medical certification shall submit the information and attest to its validity using an electronic process approved by the state registrar.” HSC 193.005 (h)

This means that the death must be filed electronically.

“The person in charge of interment or removal of body from a registration district for disposition...” HSC 193.002

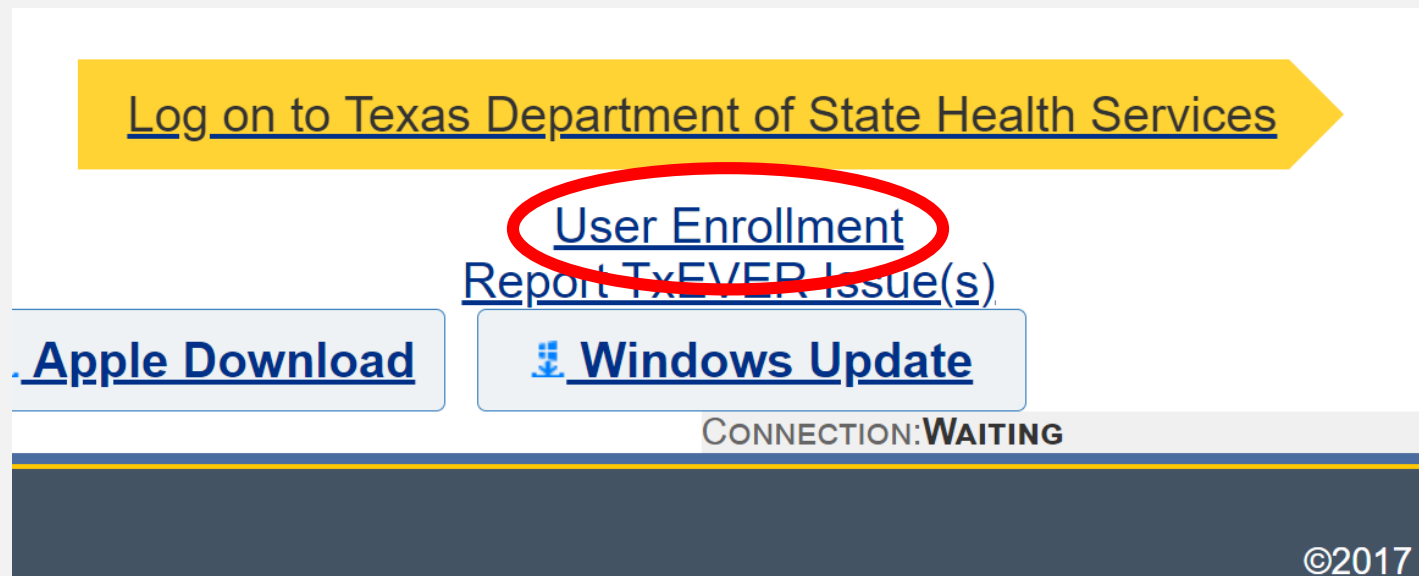
This phrase means that the person in charge can be someone other than a licensed funeral director.

# Challenge in Registering a Death

- An informant can choose to arrange the funeral and to file the death certificate with no funeral director. The person who handles the death is not required to be a licensed funeral director.
- We want to comply with the statute that states that records must be filed electronically.
- The family has no access to TxEVER for security reasons.
- It is the responsibility of either the family or the informant to work with the local registrar to file the death record and to obtain the BTP. The local registrar will act as a proxy.

# Local Registrar Sets up a Location

- If there is no funeral home location, then the local registrar will enroll in TxEver by submitting an enrollment form.
- Go to: <https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>
- Scroll down to select user enrollment.



# Local Registrar Sets up a Location

- A form is displayed > Specify TYPE OF USER as funeral home
- This displays a dropdown list of funeral homes
- Scroll to the bottom of list> Select OTHER FUNERAL HOME

**TxEVER USER ENROLLMENT FORM**  
\* Indicates a mandatory field

\* Type of User  
FUNERAL HOME AND DIRECTOR

**FUNERAL HOME AND DIRECTOR INFORMATION**

\* Funeral Home Name:  
OTHER FUNERAL HOME

Funeral Home Name(Other):

\* Texas Funeral Home License Number:

\* Funeral Director First N

\* Funeral Director Last N

\* Texas Funeral Director



# Local Registrar Sets up a Location

- Specify the name as local registrar name as funeral home. Ex. Registrar Lamar CC as Funeral Home.
- Specify at least a local administrator.
- Press the Submit button.

* Type of User	
FUNERAL HOME AND DIRECTOR	
FUNERAL HOME AND DIRECTOR INFORMATION	
* Funeral Home Name:	* Funeral Director First Name:
OTHER FUNERAL HOME	WALTER
* Funeral Home Name(Other):	* Funeral Director Last Name:
REGISTRAR - LIMESTONE CC AS FUNERAL HOME	SMITH
* Texas Funeral Home License Number:	* Texas Funeral Director License Number:
9999	999999

# Local Registrar Sets up a Location

- Specify a local administrator. (Note the User Agreement)

THE TxEVER ADMINISTRATOR WILL BE THE PERSON AT YOUR LOCATION WHO WILL RECEIVE THE TxEVER INSTRUCTIONS	
* TxEVER Facility Administrator First Name:	2nd TxEVER Facility Contact First Name:
<input type="text"/>	<input type="text"/>
* TxEVER Facility Administrator Last Name:	2nd TxEVER Facility Contact Last Name:
<input type="text"/>	<input type="text"/>
* TxEVER Facility Administrator Telephone Number:	2nd TxEVER Facility Contact Telephone Number:
( ) - -	( ) - -
* TxEVER Facility Administrator Email Address:	2nd TxEVER Facility Contact Email Address:
<input type="text"/>	<input type="text"/>
<p>By typing your name in the following field you are acknowledging that you/your facility will adhere to the procedures stated in the <a href="#">User Agreement</a>. Furthermore, it is a felony to falsify information on this document. The penalty for knowingly making a false statement on this form or for acknowledging a form which contains a false statement is 2 to 10 years imprisonment and a fine of up to \$10,000. (Health and Safety code, chapter 195, sec. 195.003)</p>	
* Your First Name:	
<input type="text"/>	
* Your Last Name:	
<input type="text"/>	
<input type="checkbox"/> Please expedite this enrollment.	
<input type="button" value="Clear"/>	<input type="button" value="Submit"/>

# Local Registrar Sets up a Location

- State VSS creates a funeral home location for a local registrar.
- Example: Registrar – Lamar CC as Funeral Director
- Note that the Educational Institute box is checked off to disable DCOA feature for location.

FUNERAL HOME			
* Indicates a mandatory field			
Name Of Facility/Office: *	REGISTRAR - LAMAR CC AS FUNERAL HO	Participation Flag:	<input checked="" type="checkbox"/>
Street Name: *	119 NORTH MAIN STE 100	Office Phone #:	(903)737-2420 EXT:
State/Country: *	TEXAS	Office Fax #:	( ) -
County: *	LAMAR	Office Email: *	countyclerk_lamar_bxkm@yahoo.com
Local:	REGISTRAR - LAMAR COUNTY CLERK	Method Of Contact: *	E-MAIL
City/Town: *	PARIS	Display in List: *	ALWAYS
Zip: *	75460 EXT:	Educational Institute:	<input checked="" type="checkbox"/>

# Registration Process

- Informant goes to local registrar
- Informant requests that a record be created
- Local registrar logs in at the location of the local registrar as funeral home
- Local registrar creates the record, obtains information from the informant, and assigns a medical certifier.

# Registration Process

- Medical certifier accepts, enters medical information, and certifies the record.
- Local registrar orders the death record, confirms the information with the informant, issues the burial transit permit, verifies, and releases the death record.
- Death record goes to State VSS
- The death record will appear in the death local acceptance queue.
- Local registrar accepts and prints like any other death record.

# Registration Process

- For more information about registering a death, go to:
- <https://www.dshs.texas.gov/vs/field/TxEVER/guides.asp>
- Download:           Death Registration →
- Death Registration (for funeral homes)

# Thank you!

Juanita Moshier & Leslie Olmos

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[Leslie.olmos1@dshs.Texas.gov](mailto:Leslie.olmos1@dshs.Texas.gov)